

This position is being advertised under Delegated Examining Procedures.

TITLE, SERIES, GRADE: GS-1410-9/11/12 Librarian (Law)

SALARY RANGE: GS-9: \$45,238
GS-11: \$54,735
GS-12: \$65,602

TYPE OF APPOINTMENT: Permanent

WORK SCHEDULE: full-time

PROMOTION POTENTIAL: 12

VACANCY ANNOUNCEMENT NUMBER: 05-SDNY-30D

OPENING DATE: 9/7/2005

CLOSING DATE: 9/21/05

DUTY LOCATION(S): United States Attorney's Office, New York City, New York

NUMBER OF VACANCIES: 1

CONTACT: Name: HR unit

Phone #: (212) 637-2650

TDD #:

Send your application package to: Human Resources, U.S. Attorney's Office, 86 Chambers Street, 3rd floor, New York, New York 10007. Electronic resumes may be sent to sdny-jobs@usdoj.gov

Applications must be received or postmarked by the closing date. Applications submitted by regular mail must be received or postmarked no later than the closing date. Electronic applications will be accepted through 5:30 pm on the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: Any U.S. Citizen.

DUTIES: The position functions as the law librarian for the Criminal and White Plains Divisions of the United States Attorney's Office, Southern District of New York. The position services over 160 Assistant U.S. Attorneys, as well as support staff. The librarian will manage an extant law library, and direct its evolution to stay abreast of advances in library and information services and to meet the needs of a demanding clientele. The librarian will evaluate and make recommendations, on a continuing basis, for acquisition (or de-acquisition) of print and on-line sources pertinent to legal research; investigative research; and research into other areas pertinent to the work of the USAO. The librarian will obtain or borrow material from other sources as needed to accomplish a particular research task. The librarian will manage accounts and provide training on sophisticated uses of on-line systems. The librarian will also manage the storage, cataloging and retrieval, by electronic means

or otherwise, of selected reference material generated within or gathered by the USAO.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

Basic requirement - Applicants must meet the basic requirements specified in paragraphs A or B below:

- A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree;
- OR,
- B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

In addition, applicants must meet the following requirements at the following grade levels:

Grade	Education OR	Experience
9	2 full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position	1 year equivalent to at least a GS-7
11	3 full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position	1 year equivalent to at least a GS-9
12	None	1 year equivalent to at least the next lower grade level

In addition to meeting the basic requirement and the requirements for the grade you are applying to, the Librarian (law) position requires that your education or experience must also have included or been supplemented by the requirements specified in one of the paragraphs below:

- a. A full 4-year course of study in an accredited college or university that meets all academic requirements for a bachelor's degree that included at least 24 semester hours in the specialized field for which the applicant is being considered, e.g., physical science, biological science, social science; or that included any combination of subjects with at least 15 semester hours in a major subject (such as physics or chemistry) that is especially applicable to the position for which the applicant is being considered; **or**
- b. Completion of at least 24 semester hours of legal study in an accredited law school for positions primarily concerned with providing library services in law or legislative reference; **or**
- c. Four years of pertinent experience of such nature and level to provide a knowledge of the basic

principles, theories, practices, techniques, terminology and expressions of the appropriate discipline or subject-matter field; an understanding of the standard methods, procedures, and techniques of research and analysis in the subject-matter field; ability to acquire additional information about the field and related fields; and some knowledge of literature resources in the field.

Such experience should be equivalent to that which would have been acquired through successful completion of a full 4-year curriculum in an accredited college or university with major study in appropriate subjects, or combination of subjects, as specified in (a) above; or legal training as specified in (b) above; or

- d. Any time equivalent combination of experience as described in (c) with education as described in (a) or (b) above.

Evaluation of Specialized Experience (for positions at GS-9 and above):

Experience must have demonstrated the ability to perform, supervise, or direct one or more of the functional areas of work covered by this series; to understand the concepts, theories, new developments, and co-relationship of information in related fields; and to maintain up-to-date information on the state of the art. For positions where foreign language proficiency is needed, applicants must be able to read and/or translate material in the appropriate specialized subject-matter field.

Applicants must meet all qualification requirements by the closing date.

2. EVALUATION METHOD -

Your application/resume will be evaluated to determine if you meet the minimum qualifications for this position. Qualified applicants will be further evaluated and rated under the Category Rating and Selection Procedures. Your job-related knowledge, skills, and abilities will be evaluated to assess the quality of your experience as it relates to the critical competencies listed below. You will then be placed in one of the following three categories:

1. Best Qualified - Excels beyond the minimum qualifications.
2. Well Qualified - Meets more than the minimum qualifications
3. Qualified - Meets the minimum qualifications.

Do not overstate or understate your level of experience and capability. You should be aware that your ratings are subject to evaluation and verification.

Critical competencies for this position

GS-9

1. **Knowledge of integrated library systems, library applications, and other information technologies used in locating, retrieving and disseminating information, particularly legal and legislative information**
2. **Managing and developing print collections; electronic collections; and on-line user accounts in a law library**
3. **Ability to communicate effectively both orally and in writing**

Additional competencies at the GS-11 and GS-12 levels

- 4. Ability to retrieve and analyze complex legislative history; statutes; regulations; court decisions; administrative and agency materials; background studies, and policy reports.**
- 5. Ability to evaluate and compare new sources of information, including print media and on-line databases, to recommend acquisition or de-acquisition of such materials, and to train users to make sophisticated use of such sources of information.**

Qualified candidates with both Juris Doctor and Masters in Library Science degrees are encouraged to apply.

Applicants are encouraged to address their experience and/or education related to the Critical Competencies described above. We suggest that you address each Critical Competency separately in clear and concise paragraphs. Failure to do so may result in a lower rating in the evaluation process.

3. HOW TO APPLY -

Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

APPLICANT RACE AND NATIONAL ORIGIN - We are required to provide data on the race and national origin of applicants applying under this vacancy announcement. The data you supply will be used only for statistical analysis. You are requested to complete and submit OPM Form 1386B, located on the web at <http://www.usajobs.opm.gov/forms.htm>. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for federal employment.

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; rates in the “better” qualified category; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing current position, grade level, promotion potential, and duty location.

5. VETERANS’ PREFERENCE - Veterans claiming 5-points preference must submit a copy of their DD-214 or other proof of preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), plus the proof required by that form.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a one-year probationary period is required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.